CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

M-121

		<u> </u>		
	PUBLIC WORKS	Division: INSPECTION & PERMITS		
Item No.	Description	Retention		
1.	General Correspondence Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Retain for three years, then destroy.		
2.	Building Permits Contains all applications, plans, blueprints, drawings, receipts for fees paid, correspondence, inspection results and other paperwork as it relates to the issuance of building permits for all construction performed in the City of Annapolis.	Retain paper copies for two years, convert to film and retain for eight years, then destroy.		
3.	Electrical Permits All paperwork related to the issuance of electrical permits for properties located in the City including electrical contractor license applications, receipts for fees paid, electrical permits, inspection results and related correspondence.	Retain for five years, then destroy.		
4.	Fence Permits All paperwork related to issuance of permits for all fences erected within the City of Annapolis. Includes receipts for fees paid, applications, drawings, inspection results and related correspondence.	Retain for three years, then destroy.		

David L. Bruth	3-1-00
Department Director	Date
P.Bambe	3/10/70
City Clerk	Date
Schedule Approved by State Archivst	APR 2 7 2000
Schedule Approved by State Archivist	Date

	CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL	SCHEDULE	Schedule No.	
	PUBLIC WORKS	Division: INSPECTION & PERMITS		
Item No.	Description	Retention		
5.	Grading Permits Files include all paperwork relating to grading, storm water management and erosion control due to construction in the City of Annapolis. Includes receipts for fees paid, applications, drawings, progress reports and related correspondence.	Retain for five years, then	destroy.	
6.	Plumbing Permits All paperwork related to the issuance of plumbing permits for properties located in the City including plumbing contractor license applications, receipts for fees paid, plumbing permits, receipts and related paperwork for waste and sewer connections, paperwork relating to mechanical permits issued; receipts for capital facilities, impact fees.	Retain information on co years, then destroy.	omputer for five	
7.	Rental Unit and Roominghouse Licenses Contains all applications for rental unit and roominghouse licenses, receipts for annual fees paid, results of inspections for rental units, abandoned vehicle complaints, overgrowth complaints, structures that are unfit, infested and/or un-inhabitable.	Retain for ten years, then	destroy.	
8.	Sign Permits All paperwork related to the issuance of permits for all signage located in the City of Annapolis. Includes receipts for fees paid, applications, drawings, inspection results and related correspondence.	Retain for three years, the	en destroy.	

<u>Instructions</u> - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY
for each new or revised record series.			PAGE 1 OF 8
1. Department	2. Division	8	3. Unit
PUBLIC WORKS	INSPECTIONS	& PERMITS	
DEFINITION - RECORD SERIES - A groudisposition purposes.	up of related records no	rmally filed and used a	s a unit for reference as well as retention and
4. Record Series Title BUILDING PER	RMITS		5. Earliest Year/Latest Year 1985 to 1996
6. Record Series Description (Briefly describe of the series. Contains all ap for fees paid, corresponit relates to the issuan performed in the City of	plications, placed of building	plans, bluepr ction results	and other paperwork as
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume
☐ Letter Size ☐ Micro Film ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (Specify)		12. File Becomes Inc	Number Number Nu
□ Daily □ Weekly □ Mon	thly	□ Month(s)	
13. Current Location(s) (Bldg. Floor, Room) Storage area in basement of City Hall Annap. Water Plant; throughout City		14. Is Record Series Duplicated Elsewhere? 1; (If yes, specify office) □ Yes	
Hall 15. Access Restrictions □ Yes □ No (If yes, cite law(s) & regulations)		16. Audit Requirements Information on permits issued is provided to the State/Coun None State Federal Independent	
17. Is an index system used? (If yes explain briefly and describe any hardware/software.)		18. Recommended F APER COPIC FILM - 8YR	Retention ES - 2YRS; CONVERT TO LS; THEN DESTROY
19. Name and Title of Preparer Mari	ermits Admini	strator /	
20. Telephone Number (410) 263	-7946		21. Date 08/21/96/6-7-99

				
Instructions - Prepare a separate form for each new or revised record series.		ANNAPOLIS	RECORDS INVENTORY	
for each new or revised record series.	Records Management Program		PAGE 2 OF 8	
I. Department	2. Division		3. Unit	
PUBLIC WORKS	INSPECTIONS	& PERMITS		
DEFINITION - RECORD SERIES - A groudisposition purposes.	up of related records no	ormally filed and used as	a unit for reference as well as retention and	
4. Record Series Title ELECTRICAL PERMITS			5. Earliest Year/Latest Year 1991 to 1996	
6. Record Series Description (Briefly describe of the series.	the types of informatio	n/documents/forms found	in the series. Include the purpose or function	
	luding electr	ical contract	al permits for propertie or license applications, ction results and	
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume	
× Letter Size □ Micro Film ② Legal Size □ Computer Tape	☼ Alphabetical		Number	
□ Bound Book	® Numerical		□ File Drawer(s) 8 □ Microfilm Reel(s)	
□ Other (Specify)	□ Chronological		□ Computer Tape(s)	
	□ Geographical		8 Other (Specify) Floppy disks (@3)	
	□ Other (Specify)		10. Annual Accumulation	
			<u>Number</u>	
			☐ Microfilm Reel(s) ☐ Microfilm Reel(s) ☐ Microfilm Reel(s)	
	·		☐ Computer Tape(s) ☐ Other (Specify)	
		y		
11. File is Used		12. File Becomes Inactive After (jobs are finaled)		
& Daily □ Weekly □ Mon	thly	.@2 □ M Number	Innated) Ionth(s) XXYear(s)	
13. Current Location(s) (Bldg. Floor. Room) Throughout offices and third floor hallway of City Hall.		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ™No □ Yes		
15. Access Restrictions □ Yes	XIXNo	16. Audit Requireme	nts	
(If yes, cite law(s) & regulations)		x¤None □ State	□ Federal □ Independent	
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) □ Yes ❷ No		18. Recommended Ro	etention	
19. Name and Title of Preparer Ma	iria R. Ball,	Permits Admir	nistrator	
20. Telephone Number (410) 263-	7946		21. Date 08/21/96/6-7-99	
(FORMS RECORDS INV	· · · · · · · · · · · · · · · · · · ·			

Instructions - Prepare a separate form for each new or revised record series.		ANNAPOLIS gement Program	RECORDS INVENTORY		
To cach new or revised record series.	Records Management Program		PAGE 3 OF 8		
1. Department	2. Division		3. Unit		
PUBLIC WORKS	INSPECTIONS	& PERMITS			
DEFINITION - RECORD SERIES - A groudisposition purposes.	ap of related records no	rmally filed and used as	a unit for reference as well as retention and		
4. Record Series Title FENCE PERM	ITS		5. Earliest Year/Latest Year 1988 to 1996		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. All paperwork related to issuance of permits for all fences erected within the City of Annapolis. Includes receipts for fees paid, applications, drawings, inspection results and related correspondence.					
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume		
□ Micro Film □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)	□ Alphabetical ☑ Numerical ☑ Chronological		Number Solution File Drawer(s) 9 Microfilm Reel(s) Computer Tape(s) Other (Specify)		
	□ Geographical □ Other (Specify)		10. Annual Accumulation Number File Drawer(s) 2 Microfilm Reel(s) Computer Tape(s) Other (Specify)		
II File in Head		12. File Becomes Inac	A		
•	11. File is Used □ Daily & Weekly □ Monthly		lonth(s)		
13. Current Location(s) (Bldg. Floor, Room) Basement storage area of City Hall & 3rd floor of City Hall in the office.		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☑ No □ Yes			
15. Access Restrictions □ Yes		16. Audit Requirements ☑ None □ State □ Federal □ Independent			
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ② Yes □ No Listed alphabetically by computer with a numerical cross-reference in file drawer		18. Recommended Ro	etention		
19. Name and Title of Preparer MARIA R. BALL, PERMITS ADMINISTRATOR					
20. Telephone Number (410) 26	3-7946	•	21. Date 08/26/96 /6-7-99		

					
Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY		
To Cach new or revised record socions	Records Manua		PAGE 4 OF 8		
1. Department	2. Division		3. Unit		
PUBLIC WORKS	INSPECTIONS & PERMITS				
DEFINITION - RECORD SERIES - A groudisposition purposes.	ip of related records no	ormally filed and used as	a unit for reference as well as retention and		
4. Record Series Title GENERAL (CORRESPONDENC	E	5. Earliest Year/Latest Year 1977 to 1996		
6. Record Series Description (Briefly describe of the series. These files con specific development the files, and general correa project. Also, include office supplies and equal	sist of misce roughout the espondence ge des correspon	ellaneous info City. Includ enerated durin	es chron files, bond g preliminary review of		
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume		
xxLetter Size □ Micro Film xxLegal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)	営 Alphabetical □ Numerical ☑ Chronological □ Geographical		Number XXFile Drawer(s) 125 Microfilm Reel(s) Computer Tape(s) Other (Specify)		
	□ Other (Specify)		10. Annual Accumulation		
			Number Number		
11. File is Used		12. File Becomes Inac	——————————————————————————————————————		
x¤Oaily □ Weekly □ Mon	thly	to specific file)			
<pre>13. Current Location(s) (Bldg. Floor, Room) In basement storage area of City Hal and 3rd floor of City Hall</pre>		14. Is Record Series Duplicated Elsewhere? 1 (If yes, specify office) ⊠ No □ Yes			
15. Access Restrictions □ Yes		16. Audit Requirements			
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) □ Yes ■ No		18. Recommended Re			
19. Name and Title of Preparer Maria R. Ball, Permits Administrator					
	263-7946		21. Date 08/26/96 /6-7-99		

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for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY	
for each new or revised record series.			PAGE _ 5 OF _ 8	
1. Department PUBLIC WORKS	2. Division INSPECTIONS	& PERMITS	3. Unit	
DEFINITION - RECORD SERIES - A groudisposition purposes.	l up of related records no	ermally filed and used	as a unit for reference as well as retention an	
4. Record Series Title GRADING	PERMITS		5. Earliest Year/Latest Year 1986 to 1996	
of the series. Includes all parand erosion control due	perwork relat to construct ees paid, app	ing to gradi	ind in the series. Include the purpose or function ng, stormwater management ity of Annapolis. rawings, progress report	
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume	
 Ø Letter Size □ Micro Film Ø Legal Size □ Computer Tape Ø Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify) 	□ Alphabetical □ Numerical □ Chronological □ Geographical		Number ☑ File Drawer(s) 13 ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (Specify) Floppy Disks	
	Other (Specify)		10. Annual Accumulation Number 2 File Drawer(s) 2 Microfilm Reel(s) Computer Tape(s) Other (Specify)	
11. File is Used □ Daily ☑ Weekly □ Monthly		<u>.</u> .	nactive After Job is complete Month(s) Year(s)	
13. Current Location(s) (Bldg. Floor, Room) In storage area of City Hall (basement) and 3rd floor Inspections Ofc.				
15. Access Restrictions □ Yes ଅ No (If yes, cite law(s) & regulations)		16. Audit Requirer		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) MYes DNo (Listed alphabetically on computer but numerically in file drawer.		18. Recommended 5 years	· · · · · · · · · · · · · · · · · · ·	
19. Name and Title of Preparer MARI				

B	CITY OF 1	NDIA DOLLA	DESCRIPTION OF THE PROPERTY OF		
Instructions - Prepare a separate form for each new or revised record series.		ANNAPOLIS gement Program	RECORDS INVENTORY		
		· · · · · · · · · · · · · · · · · · ·	PAGE 6 OF 8		
1. Department	2. Division		3. Unit		
PUBLIC WORKS	INSPECTIONS & PERMITS				
DEFINITION - RECORD SERIES - A groudisposition purposes.	up of related records no	rmally filed and used as	a unit for reference as well as retention and		
4. Record Series Title PLUMBING	PERMITS		5. Earliest Year/Latest Year 1979 to 1996		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or for of the series. All paperwork related to the issuance of plumbing permits for properties located in the City including plumbing contractor license applications, receipts for fees paid, plumbing permits, receipts & repaperwork for water and sewer connections, paperwork relating to mech permits issued; receipts for capital facilities, impact fees.					
7. Record Series Format(s)	8. Record Series Sec	quence	9. Volume		
		·	Number 1 5 □ Microfilm Reel(s) □ Computer Tape(s) □ Other (Specify)		
	□ Other (Specify)		10. Annual Accumulation		
			Number		
11. File is Used	· · · · · · · · · · · · · · · · · · ·	12. File Becomes Inac	ctive After - job has been		
the state of the	thly	finaled. @2			
13. Current Location(s) (Bldg. Floor, Room) Throughout offices and hallway of City Hall.		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ⊠ No □ Yes			
15. Access Restrictions □ Yes Ø No (If yes, cite law(s) & regulations)		16. Audit Requirements			
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) □ Yes ❷No		18. Recommended Ro Information computer and destroyed aft	Federal Independent etention should be entered into then paperwork should be ter 5 years; COMPUTEL THEN DESTROY		
19. Name and Title of Preparer Man	cia R. Ball,	Permits Admin	istrator		
20. Telephone Number (410) 26	20. Telephone Number (410) 263-7946 21 Date 08/21/96 //-7-79				

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		ANNAPOLIS gement Program	RECORDS INVENTORY	
for each new or revised record series.	Records Mana	gement i rogiani	PAGE _ 7	
I. Department PUBLIC WORKS	2. Division INSPECTIONS & PERMITS		3. Unit	
DEFINITION - RECORD SERIES - A groudisposition purposes.	ip of related records no	rmally filed and used as	a unit for reference as well as retention and	
4. Record Series Title RENTAL F	ILES		5. Earliest Year/Latest Year 1978 to 1996	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or funct of the series. Contains all applications for rental licenses, receipts for annual fees paid, results of inspections of rental units, abandoned vehicle complaints, overgrowth complaints, structures that are unfit, infested and/or uninhabitable.				
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume	
© Letter Size □ Micro Film Ø Legal Size □ Computer Tape © Bound Book Ø Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)		12. File Becomes Ina	Number So So So So Microfilm Reel(s) So So So So So So So S	
ØĐaily □ Weekly □ Mon	thly	Month(s)		
•	13. Current Location(s) (Bldg. Floor, Room) 3rd Floor of City Hall in Inspections Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☑ No □ Yes	
15. Access Restrictions □ Yes ⊠ No (If yes, cite law(s) & regulations)		16. Audit Requirements ☑ None □ State □ Federal □ Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) □ Yes 巻 No		APPLICATIONS	etention - legal cental noit - legyan but - lo yrs	
19. Name and Title of Preparer Ma	ria R. Ball, Pe	rmits Administra	tor	
20. Telephone Number (410) 263	3-7946		21. Date 08/21/96 6-7-99	

Instructions - Prepare a separate form		NNAPOLIS	RECORDS INVENTORY	
for each new or revised record series.	Records Mana	gement Program	PAGE 8 OF 8	
1. Department	2. Division		3. Unit	
PUBLIC WORKS	INSPECTIONS &	PERMITS		
DEFINITION - RECORD SERIES - A groundisposition purposes.	up of related records no	ormally filed and used as	a unit for reference as well as retention and	
4. Record Series Title SIGN PERMITS			5. Earliest Year/Latest Year 1991 to 1996	
6. Record Series Description (Briefly describe of the series. All paperwork relin the City of Annapolis. I inspection results and relations.	ated to the iss Includes receipt	uance of permits s for fees paid,	for all signage located	
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume	
			Number Number B File Drawer(s) 6 Microfilm Reel(s) Computer Tape(s) Other (Specify)	
	□ Geographical □ Other (Specify)		10. Annual Accumulation	
			Number Number	
11. File is Used		12. File Becomes Inac	ctive After	
	thly	4 ⊗ Month(s) □ Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) Third floor of City Hall and storage area in basement of City Hall		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) No □ Yes		
15. Access Restrictions □ Yes		16. Audit Requirements ×⊠None □ State □ Federal □ Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) 賢 Yes □ No Permits are given a permit number chronologically as issued.,		18. Recommended Re 3 years	etention	
19. Name and Title of Preparer MAR	IA R. BALL, PER	MITS ADMINISTRAT	OR	
20. Telephone Number (410) 263		· · · · · · · · · · · · · · · · · · ·	21. Date 08/23/96 / 6-7-99	